



MINUTES

IT Strategic Planning Committee

DATE	January 12, 2006
TIME	10:00 AM
LOCATION	Nevada Public Works Board Conference Room, 515 East Musser Street, Carson City
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Andrew Clinger, Department of Administration	✓	Co-Chair – Terry Savage, Department of Information Technology	✓
Administration, Dave McTeer	✓	DoIT, Randy Potts	✓
Agriculture, Don Henderson		Education, Keith Rheault	
B&I, Doug Walther	✓	Homeland, Giles Vanderhoof	
CNR, Allen Biaggi		Military, Miles Celio	✓
Kay Scherer	✓	Motor Vehicles, Ginny Lewis	✓
Corrections, Glen Whorton	✓	Clay Thomas	
Cultural Affairs, Scott Sisco		PEBP, Forrest Thorne	
Sara Jones		Personnel, Jeanne Greene	
DETR, Terry Johnson		Public Safety, George Togliatti	
David Haws	✓	PK ONeil	✓
DHHS, Mike Willden		Taxation, Chuck Chinnock	
Dave Prather	✓	Tom Summers	✓
DoIT, Kathy Ryan	✓	Transportation, Robert Chisel	✓
Alisanne Maffei	✓	Veteran's Service, Chuck Fulkerson	✓
Roger Sliva	✓	Wildlife, Terry Crawford	
David Miller	✓	Bob Haughian	

CALL TO ORDER

I Introduction

- Andrew Clinger, Department of Administration, called the meeting to order. David Haws, DETR, was introduced joining the committee meeting today for Terry Johnson; Dave Prather, DHHS, for Mike Willden; Clay Thomas, DMV, for Ginny Lewis; PK O'Neil, DPS, for George Togliatti;

II Review and Approval of the Minutes

- After review of the November meeting minutes, it was moved by Miles Celio and seconded by Chuck Fulkerson to accept the minutes. The minutes from November 30, 2005 were accepted as presented without changes.

III Technology Planning Process

- The upcoming FY08/09 Budget Process for Technology Planning was discussed. Dave Miller presented the updates to this process, important dates, expectations and improvements. Technology Investment Requests (TIR's) will be required for all IT projects costing \$50,000 or more. This is a new higher threshold. \$10,000 was the threshold last biennium. The TIR's are due April 3, 2006 to DoIT.
- The Technology Investment Request (TIR) requirements were covered as well as the NEBS crosswalk enhancement. The Departments need to establish their own internal processes with a Department TIR Coordinator, the Director or Designee. TIR's will be electronically submitted with the TIR sponsor, Department TIR Coordinator and other key stakeholders listed in the TIR. However, a department's approval signatures are not required until the end of the TIR review. DoIT's approval memo and the signed TIR signature page will be scanned at the conclusion of the process.
- The IT and Fiscal groups within agencies need to work together to complete TIR 's.
- Andrew Clinger pointed out each TIR should tie to the Governor's Functional Goals.

VI Updates

- David Miller summarized the status of activity on the Critical Business Technology Assessment Project (CBTAP). Corrections, Motor Vehicles, and Veteran's Services are completed. The state is just shy of 50% completed with this process.
- The all agency memo regarding the Top Ten IT Issues is to go out shortly. Advise if anyone requires additional copies or materials regarding the ITSPC Top Ten Ranking. The committee was reminded to forward any agency related projects to Top Ten IT Issues to Alisanne Maffei, DoIT, to keep the committee updated on progress.
- Alisanne Maffei indicated the IT Glossary for the State of Nevada has been developed and is to be reviewed by the Nevada IT Operations Committee (NITOC). The Glossary encompasses technical terminology used by the Enterprise Architecture, IT Standards and IT Strategic Planning Committees.
- Randy Potts, CISO, presented the security status. He distributed the status by agency on the disaster recovery plan (DRP) and security awareness program completion.
- Dave McTeer relayed the Enterprise Architecture Committee is working on Identity Management (IdM). Terry Savage provided an update on the Technical Standards Committee anticipating the ITSPC reviewing the first standards from that committee around March, 2006.

- Dave McTeer gave an update on the enterprise ePay project. He expects Public Utilities Commission to begin to use eCheck in March.
- The enterprise video teleconferencing scheduling was discussed. Personnel plans to go forward with an update for NEATS training with video teleconferencing and enterprise scheduling in FY08/09. The video teleconferencing vendor has been selected per Dave McTeer and will go to February Board of Examiners (BOE).

VI Future Issues/New Business

- It was agreed the standing date and time for ITSPC meetings will be the first Tuesday of each month barring any IFC, major holiday's, etc. The IT Project Prioritization meetings will be scheduled for all day on June 6th and 7th.
- The Security Lunch and Learn Speaker, PresiNET, on network monitoring, was announced for January 25, 2006.

VII WRAP UP

The next meeting of the IT Strategic Planning Committee will be scheduled for Tuesday, February 7th, 2006, from 10:00 AM until 12 noon, Nevada Public Works Board Conference Room, 515 East Musser Street.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei

Related Links/Contact Information:

Nevada State Agencies Video Conferencing Contact listing: http://doit.nv.gov/DoIT_Meetings.htm

SilverSource updated link: <http://silversource.state.nv.us/>

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Training User Guide http://infosec.intranet.nv.gov/Security_Training.htm

Security Awareness Program http://infosec.nv.gov/Security_Services.htm#Awareness

Nevada Communications Steering Committee website: <http://ncsc.nv.gov/>

IT Strategic Planning Committee: http://www.nitoc.nv.gov/index_planning.htm

IT Project Oversight Committee: http://www.nitoc.nv.gov/index_project.htm

The Critical Business Technology Assessment Program (CBTAP) Tool: <http://doit.nv.gov/cbtap/>